

City of Colorado Springs Adopt-A-Waterway Program Checklist

It's up to each of us to keep our waters clean...

- ☐ Form an Adopt-A-Waterway volunteer group (Adopting Organization).
- ☐ Choose a Designated Representative and an Alternate contact person for the Adopting Organization.
- ☐ Choose a site to be formally adopted by the Adopting Organization.
- ☐ Assess the ownership status of the selected site. **Note: At this time, privately owned property will not be permitted unless the property is owned by the Adopting Organization.**
- ☐ Meet with the City Adopt-A-Waterway Program Coordinator to go over paperwork and determine specific needs.
- ☐ Create a tentative list of cleanup activities the Adopting Organization would like to perform.
- ☐ Create a tentative list of dates to perform each activity.
- ☐ Submit appropriate forms to the City of Colorado Springs, Stormwater Drainage:
 - *Program Agreement, (Adopt-A-Waterway Program - Document No. 2).*
 - *Enrollment Form, (Adopt-A-Waterway Program - Document No. 3).*
 - *Volunteer Acknowledgment of Risk and Release Form, (Adopt-A-Waterway Program - Document No. 4). Note: Each participating volunteer will need to fill out one of these forms prior to any activities.*
 - *Dates and Activities, (Adopt-A-Waterway Program - Document No. 5).*
- ☐ Become familiar with the *Safety Guidelines, (Adopt-A-Waterway Program - Document No. 6).*
- ☐ At least one (1) week prior to the event:
 - Inform the City Adopt-A-Waterway Program Coordinator in writing of the date of the intended activity.
 - Contact the City for locations where trash should be placed for City pick-up.
 - Collect safety vests and trash bags from the City's office.
- ☐ Day of the event:
 - Conduct a safety meeting with the program participants to review the safety information supplied by the City.
- ☐ Within two (2) weeks after the event:
 - Submit *Sign-In Sheets (Adopt-A-Waterway Program - Document No. 7)* and *Clean-up Data Form (Adopt-A-Waterway Program - Document No. 8)* to the City Adopt-A-Waterway Program Coordinator.
- ☐ The City of Colorado Springs will post the Adopt-A-Waterway sign(s). The sign(s) will be supplied by the City of Colorado Springs.